

# Instructions for Official Court Employed Court Reporters To Access and Docket in NextGen CM/ECF

This document provides the steps you'll need to take in this new environment. Many of you will have already established a compliant PACER account, but please review all the steps below to ensure you will be able to file in the system.

## ESTABLISHING OR UPGRADING YOUR PACER ACCOUNT

**If you don't have a PACER account**, the first thing you need to do is register for one. Go to: <https://pacer.psc.uscourts.gov/pscof/regWizard.jsf> This registration wizard will walk you through creating your PACER registration and receiving your PACER Username and Password.

**If you do have a PACER account**, you need to be sure it's an "Upgraded" Pacer account. If you registered for your account after August 10, 2014 it is upgraded. To check, you can go to: <https://pacer.psc.uscourts.gov/pscof/login.jsf> Login, then check the "Account Type".

**If you need to upgrade**, you will see the "Upgrade" link- click it and proceed.



Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account ( <a href="#">Upgrade</a> )

## LINKING YOUR ACCOUNT

Once you have your Upgraded PACER Account, you need to link it to your ECF Filer account if you already have one or request an ECF Filer account if you don't. However, you must link your account before you will be able to file anything in the system.

**If you already have an ECF Filer account:**

1. Make sure you are logged out of PACER and close your browser.
2. Open the "toggle utility" provided at <https://ecf.ca8.uscourts.gov/CMECFHelpDeskUtility.html>

3. At the toggle page, click “PACER User.”
4. Open a new browser and go to the website for the 8th Circuit.
5. Click the E-Filing CM/ECF link. Login with your Upgraded PACER account credentials.
6. Click “Link My Filer Account To My PACER Account”.

The screenshot shows an Internet Explorer browser window with the address bar displaying "https://ecf-test.ca6.uscourts.gov/ - CM/ECF - Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains various icons and text labels: "HEAT...", "next...", "You ...", "Login", "Sugg...", "FAQs...", "cour...", "Next...", "Appe...", "Next...", and "Home...".

The main content area features a dark red header with the word "Attention" in white. Below this, a white box contains the following text:

**You logged in to the CM/ECF Document Filing System with a PACER account that does not have e-filing privileges. Please choose one of the following options to continue.**

If you have a CM/ECF account to file in this court: [Link my filer account to my PACER account](#)

If you only view case information (you will not be able to file): [Search for case information](#)

If you are a new filer in this court: [Request permission to file](#)

[Logout](#)

## 7. Enter your e-filing CM/ECF login and password.

https://ecf-test.ca6.uscourts.gov/ - Link CM/ECF and CSO Account - Internet Explorer

File Edit View Favorites Tools Help

HEAT... next... You ... Login Sugg... FAQs... cour... Next... Appe... Next... Home...

### Link my filer account to my PACER account

This utility links your PACER account with your e-filer account in this court.

If you use CM/ECF for PACER only, no action is necessary. Click Cancel.

If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, enter your old CM/ECF login and password below and click Submit. You will see a pop-up to confirm that you want to link your PACER account to your old CM/ECF e-filing account. Click OK to link the accounts (or click Cancel if the names don't match).

CM/ECF Login

CM/ECF Password

**Submit** [Clear](#) [Cancel](#)

[Forgot login](#)  
[Forgot password](#)  
[More about Upgraded PACER account](#)

You will get a confirmation screen; click OK if the information is correct.

### Confirm Account Linking

Do you want to link these accounts?

CM/ECF **Maria Napolik**  
PACER **Maria Napolik**

By clicking 'OK', your old e-filing credentials will be permanently linked to your upgraded PACER account. After which you should use your upgraded PACER account to e-file in this court.

**OK** **Cancel**

From this point forward, use your upgraded PACER user name and password to login to the Eighth Circuit to file transcript events.

**If you DON'T have an 8th Circuit ECF Filer account:**

1. Log in to PACER with your upgraded PACER account.
2. Go to Manage My Account.



3. Click on "Non-Attorney E-File Registration".



4. Under the Filer Information section, select “U.S. Appellate Courts”; “U.S. Court of Appeals, Eighth Circuit – NextGen” ; “Court Reporter”
5. Continue to complete all the personal and address information, etc.
6. You’ll see the following Confirmation Page when you are finished.

### MANAGE MY ACCOUNT

Welcome, Missy Doordollar

Logout

Account Number	7032707
Username	missydoordollar
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Confirmation Page

**THANK YOU FOR REGISTERING !**

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done

At this point, the court will process your request and you’ll receive an email when you are able to use your account to file.

**Official/Court Employed Court Reporters:** Official court-employed Court Reporters are in a unique situation as electronic filers in NextGen CM/ECF. As court employees, most of you will be connected to the DCN. However, when you are filing transcript events, the Eighth Circuit’s system treats you as an “outside” user, requiring a PACER login. This means you’ll need to identify yourself as a PACER user to file in NextGen CM/ECF. This must be done each time you log in to the filing system. To assist you there is a “Toggle Utility” that allows you to do so.

Before you file, open the “toggle utility” provided at <https://ecf.ca8.uscourts.gov/CMECFHelpDeskUtility.html>

*It is **strongly** suggested that you save this to your desktop or bookmark it as you will need it each time you file with the 8th Circuit.*

The steps you’ll need to take **each time** you need to file with the 8th Circuit are as follows:

1. Open the Pacer-Court Credentials Toggle Utility, <https://ecf.ca8.uscourts.gov/CMECFHelpDeskUtility.html>
2. Click “PACER User”
3. In another tab or browser window, Login with your upgraded PACER account
4. Complete your filing and logout
5. Return to the Pacer-Court Credentials Toggle Utility, <https://ecf.ca8.uscourts.gov/CMECFHelpDeskUtility.html>
6. Click “Court User”, to return to a court user state.